

KALAMAZOO COUNTY CIRCUIT COURT / FAMILY DIVISION  
AGENCY / DEPARTMENT RELEASE

AGENCY: \_\_\_\_\_  
WORKER: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_

FILE NO: \_\_\_\_\_  
NEGLECT FILE NO: \_\_\_\_\_

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**DOCUMENTS TO BE FILED:**

- ☐ PETITION FOR HEARING FOR RELEASE OF PARENTAL RIGHTS, OR
- ☐ PETITION FOR HEARING TO ID FATHER/DETERMINE OR TERMINATE RIGHTS...PCA310
- ☐ REQUEST FOR FOSTER CARE COSTS (\*\*NOT IN NEGLECT CASES)
- ☐ PAYMENT OF FILING FEE (\*\*NOT IN NEGLECT CASES)
- ☐ CERTIFIED COPY OF BIRTH CERTIFICATE, OR
- ☐ BIRTH VERIFICATION
- ☐ PRERELEASE REPORT
- ☐ PATERNITY CLEARANCE (PROVIDED BY AGENCY)
- ☐ NOTICE OF HEARING
- ☐ WAIVER OF NOTICE OF HEARING (IF NEEDED)
- ☐ PROOF OF SERVICE FOR RELEASE OF INFORMATION HANDOUTS AND CENTRAL REGISTRY FORMS. MUST BE SERVED BY AGENCY OR MFIA PRIOR TO HEARING

**MOTHER**

- ☐ INDIAN HERITAGE STATEMENT\*
- ☐ STATEMENT TO ACCOMPANY  
RELEASE...PCA338
- ☐ RELEASE OF CHILD BY PARENT/  
GUARDIAN...PCA305 or PCA305A
- ☐ ORDER TERMINATING RIGHTS AFTER  
RELEASE...PCA318
- ☐ ADVICE OF RIGHTS...PCA323
- ☐ PARENT OR GUARDIAN'S VERIFIED  
ACCOUNTING...PCA348

**LEGAL FATHER**

- ☐ INDIAN HERITAGE STATEMENT\*
- ☐ STATEMENT TO ACCOMPANY  
RELEASE...PCA338
- ☐ RELEASE OF CHILD BY PARENT/  
GUARDIAN...PCA305 or PCA305a
- ☐ ORDER TERMINATING RIGHTS AFTER  
RELEASE...PCA318
- ☐ ADVICE OF RIGHTS...PCA323
- ☐ PARENT OR GUARDIAN'S VERIFIED  
ACCOUNTING...PCA348

**PUTATIVE FATHER**

- ☐ DECLARATION OF INABILITY TO ID/  
LOCATE FATHER...PCA315
- ☐ NOTICE TO PUTATIVE FATHER AND  
CUSTODY STATEMENT...PCA316
- ☐ ORDER TERMINATING RIGHTS OF  
FATHER WITHOUT RELEASE OR  
CONSENT...PCA312
- ☐ ADVICE OF RIGHTS...PCA323

- ☐ ORDER COMMITTING TO AGENCY OR DEPARTMENT...PCA322
- ☐ ORDER FOR FOSTER CARE COSTS...PCA326 (\*\*NOT IN NEGLECT CASES)

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CONTINUED ON REVERSE SIDE

SERVICE:

*ALL COPIES SERVED MUST BE CERTIFIED OR ATTESTED COPIES*

**MOTHER / LEGAL FATHER (TO BE SERVED PERSONALLY AT HEARING)**

☐ PROOF OF SERVICE...JC12a or b FOR:

- ☐ STATEMENT TO ACCOMPANY RELEASE...PCA338
- ☐ RELEASE OF CHILD BY PARENT...PCA305
- ☐ ORDER TERMINATING RIGHTS AFTER RELEASE...PCA318
- ☐ ADVICE OF RIGHTS...PCA323
- ☐ PARENT OR GUARDIAN'S VERIFIED ACCOUNTING...PCA348
- ☐ MICHIGAN ADOPTION SEARCH AND SUPPORT GROUP LIST
- ☐ FLA1919
- ☐ RELEASE OF INFORMATION PAMPHLET

**PUTATIVE FATHER (TO BE SERVED PERSONALLY OR BY MAIL)**

☐ PROOF OF SERVICE...JC12a or b FOR:

- ☐ ORDER TERMINATING RIGHTS OF FATHER W/OUT RELEASE/CONSENT...PCA312
- ☐ ADVICE OF RIGHTS...PCA323
- ☐ MICHIGAN ADOPTION SEARCH AND SUPPORT GROUP LIST
- ☐ FLA1919
- ☐ RELEASE OF INFORMATION PAMPHLET

**AGENCY / DEPARTMENT (TO BE SERVED PERSONALLY OR BY MAIL)**

☐ PROOF OF SERVICE...JC12a or b FOR:

- ☐ (2) STATEMENT TO ACCOMPANY RELEASE...PCA338
- ☐ (2) RELEASE OF CHILD BY PARENT...PCA305
- ☐ (2) ORDER TERMINATING RIGHTS AFTER RELEASE...PCA318 **AND/OR**
- ☐ (2) ORDER TERMINATING RIGHTS OF FATHER W/OUT RELEASE/CONSENT...PCA312
- ☐ (3) ORDER COMMITTING TO AGENCY
- ☐ (2) ORDER FOR FOSTER CARE COSTS...PCA326 (\*\*NOT IN NEGLECT CASES)
- ☐ (2) PARENT OR GUARDIAN'S VERIFIED ACCOUNTING...PCA348

NOTE: IF CHILD IS OVER THE AGE OF 5, THE COURT **MUST** APPOINT AN ATTORNEY FOR THE CHILD (KALAMAZOO COUNTY POLICY)